

# FACULTY NEWSLETTER

From the  
Dean of Academic Services  
and the

Dean of Technical/Occupational Services

November 5, 1990

Vol. 1, No. 5

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## FROM THE SUGGESTION BOX

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There were no suggestions, questions, or comments in the suggestion box this week. And, alas, as yet we have no firm answers to those mentioned in the last issue of this newsletter.

Instructional Division is 391-2324.

If calling from within the college, only the last four digits need to be dialed.

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## INTERVIEW COMMITTEE APPOINTED FOR HALF-TIME ENGLISH POSITION

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The President has appointed the committee to conduct interviews for the currently advertised position of half-time English instructor. Those individuals appointed to the committee are Ann Capel, Pam Davis, WyNora Freeman, Janet Gregory, and Joyce Jolly. Ann Capel will chair the committee.

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## HOTLINE ESTABLISHED FOR REGISTRATION

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In the continuing efforts to improve registration, Shelton State has established a computer-driven automated registration hotline that students and potential students can call to get basic information about registration and the college.

The hotline number is 391-2293.

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## INFORMATION HOTLINES ESTABLISHED FOR PART-TIME FACULTY

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As a part of our new voice mail system, the College has established two information hotlines for part-time faculty. One of the numbers is for part-time faculty in the Technical/Occupational Instructional Division; the other is for faculty in the Academic Instructional Division.

Members of the part-time faculty should call these numbers frequently to get messages and information from the President, the Deans, and the Department Chairpersons.

The hotline number for part-time faculty of the Technical/Occupational Instructional Division is 391-2325.

The hotline number for part-time faculty of the Academic

## GRADE APPEAL PROCEDURE

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During the 1989-1990 academic year, a select ad hoc committee was appointed to develop a college policy and procedures to be followed when a student appeals a grade he (or she) has been given in a class.

The following is the first published statement of this policy:

### GENERAL PHILOSOPHY:

Student grade appeals may be expected to occur in a large and complex institution. The prevailing philosophy of Shelton State Community College is that such appeals be handled informally if possible. Only after full and comprehensive attempts have been made by students and faculty to resolve grade appeals and have failed should formal action be initiated. An appeal should be resolved as close to the beginning of the institution's organizational chart as possible. Grade appeals



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Grade Appeal Procedure (cont.)

should be handled informally through discussion if at all possible.

GENERAL TIME LIMITATIONS:

There is no appeal procedure if **six months** of calendar time has elapsed; therefore, the grade appeal procedure must be initiated by the student within six months from the time the grade is received.

There are **two procedures** for appealing a final grade. The **first** applies if the appeal is within the **first five weeks** of the quarter immediately following the one for which the grade was received. The **second** final grade appeal procedure applies if the appeal is after the first five weeks of the succeeding term.

GRADE APPEAL AND FAILURE TO DROP A COURSE:

A student who receives a failing grade due to the fact that he (or she) was unaware of the procedure for dropping a course **does not have the right to appeal the grade.**

GRADE APPEAL COMMITTEE:

The Grade Appeal Committee shall be a subcommittee of the college-wide standing Committee on Faculty and Staff and shall be composed of **seven** members of the faculty. The Grade Appeal Committee shall be appointed by the Chairperson of the Committee on Faculty and Staff.

The **Chairperson** of the Grade Appeal Committee shall be elected by the membership of the Grade Appeal Committee. The duties of the Chairperson of the Grade Appeal Committee shall be as follows: arrange times and places for the committee meetings and hearings; inform in writing all parties of the committee's activities; ensure that proper records, including

minutes of all meetings of the committee, are prepared, maintained, and safeguarded; and preside at all meetings and hearings of the committee.

The Chairperson of the Grade Appeal Committee shall ensure that hearings are reasonable and fair; that only matters properly before the committee are discussed; that meetings and hearings are conducted in a professional atmosphere; and that every attempt is made to protect the integrity of the parties involved.

A **quorum** of the committee shall be required to conduct business; five members of the committee shall constitute a quorum.

Committee members must be present at all hearings in order to vote on the decision of the committee regarding grade under appeal.

PROCEDURES:

A. Procedure for Appealing a Final Grade during the First Five Weeks of the Following Quarter:

A student may appeal the **final grade** received for a course by following the procedures outlined here. Therefore, grades received during the academic term for performance, tests, or other activities are private and confidential material between the student and the instructor and are not intended to be covered by the procedures. Daily grades may be considered only as evidence in the formal part of the appeal process, viewed solely on the basis of "a need to know," and handled in such manner so as to continue confidentiality.

1. The student should consult with the instructor promptly after receiving a final grade which he (or she) feels is unwarranted. If the appeal is not satisfied at this level, the Department or Division



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Grade Appeal Procedure (cont.)

Chairperson should meet with either or both in an informal attempt to reach closure. The burden of proof in the grade appeal lies with the student. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the Department or Division Chairperson and be maintained on file by the appropriate Dean, either the Dean of Academic Services or the Dean of Technical/Vocational Services depending on the discipline of the class in which the grade appeal is made. The memorandum will serve as the College record that the disagreement was resolved informally.

2. (A). If an agreement is not reached by using the informal approach, the student may file a formal written grade appeal with the appropriate Dean. This writing must be dated and filed with the appropriate person prior to the fifth week of the succeeding ten-week quarter. The formal grade appeal must state the reasons for the request, include the dates involved, name the instructor who assigned the grade, and include the previous attempts at resolving the situation informally. The burden of proof in the grade appeal lies with the student.

2. (B). The Dean may discuss the appeal with the student and/or the instructor and attempt to resolve the disagreement. If the disagreement is resolved at this point, a memorandum to that effect will be placed on file. If the disagreement is not resolved at this point, the Dean will inform the student in writing, and a memorandum of this action will be placed on file.

2. (C). When the student is notified that the disagreement has not been resolved by the Dean, the student may submit his (or her) appeal to the **Grade Appeal Committee**. The student must submit

this appeal within seven calendar days after receiving notification from the Dean that the matter is still unresolved.

3. The Grade Appeal Committee is limited to two calendar weeks from the date of the appeal to convene, gather evidence, and conduct a hearing. Appropriate evidence in support of the appeal must be provided by the student. However, the committee may request the student's materials from the instructor in cases where the instructor possesses the evidence. Grade and attendance records may be requested of the instructor. However, neither tangential issues nor individual personalities will be considered by the committee. To maintain the confidentiality of the hearing, only committee members and parties to the hearing may be present at the proceedings. A Department or Division Chairperson will represent his (or her) faculty member, full-time or part-time, who is no longer connected with Shelton State Community College.

4. Following the conclusion of the hearing, the committee will deliberate privately and prepare a written recommendation for the Dean to be submitted no later than seven calendar days after the date of the hearing. The recommendation will be either to retain the grade or to alter it. If the recommendation is to alter, the specific grade after the alteration will be indicated. The recommendation should include a brief summary of the facts of the hearing and the reasons for the committee's decision. The deliberations and recommendation of the committee are confidential. The committee will decide each of the issues raised in the appeal. The committee's decision will be final and will conclude the process insofar as Shelton State Community College is involved.

5. The Dean will provide a statement of the decision to the



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Grade Appeal Procedure (cont.)

student by certified mail within one calendar week following the committee's recommendation. Copies of the statement of decision will be provided to the members of the Grade Appeal Committee, to the Department or Division Chairperson, and to the faculty member involved. A copy of the decision will also be placed in the file of the faculty member.

B. Procedure for Appealing a Final Grade after the First Five Weeks of the Following Quarter:

Within six months from the time that the student received the grade being appealed, the student must initiate the process with the instructor of the course for which the grade was received. This appeal process is strictly informal in nature and must remain a discussion between the student and the instructor of the course. The instructor's decision is final.

There is no appeal procedure for final grades if six months of calendar time has elapsed.

CAVAET:

This policy and procedure is meant to be implemented according to the laws of the United States of America, the State of Alabama, and the policies and procedures of the Alabama State Board of Education.

NOVEMBER SCHEDULE OF ADMINISTRATORS ON NIGHT DUTY

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Nov 5 .... Ed Winslow  
Nov 6 .... Charles Watts  
Nov 7 .... Tom Umphrey  
Nov 8 .... Britt Turner  
Nov 13 ... Louie Skipper  
Nov 14 ... Rick Shelton  
Nov 15 ... Rick Rogers  
Nov 27 ... David Sandy  
Nov 28 ... Dennis Sampson  
Nov 29 ... Jim Purcell

MONEY STILL REMAINS  
FOR TITLE III  
PROJECTS AND MODULES

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There is still some money available in this year's Title III budget for instructional projects and modules. Our best guess is that there are funds to support up to four new projects or modules depending what each costs.

The deadline for submission of proposals for new Title III projects and modules is December 5.

If you have questions or need other information, please contact Ann Capel at extension 2457.

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CENTEC BASIC SKILL SYSTEM  
TO BE DEMONSTRATED

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On November 9th, representatives from the Centec Corporation will present a program on the Centec Basic Skills System. This is a computer-based instruction system developed by the CSR Corporation. The system has 402 lessons in reading, writing, and math.

There also will be a brief demonstration of the Centec Touch and Learn interactive video disc program in reading.

The Centec presentation will be in room 120 on the Skyland Campus at 10:00 a.m.

Material and video tapes about the Centec System are on file in the library at the circulation desk. They are filed under FORD-CSR.

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